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19 May 1961

MEMORANDUM FOR THE RECORD

SUBJECT: OTR Education Committee Meeting

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1. The OTR Education Committee met on 18 May 1961 at 1300 hours with all members in attendance except [REDACTED]

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2. [REDACTED] gave a briefing on the status and foreseeable future of the [REDACTED] contract on programed learning. He had three suggestions.

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a. Continue the [REDACTED] since both [REDACTED] and [REDACTED] need additional contact with the programing experts.

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b. Use [REDACTED] to assist other OTR personnel to develop programs in their subjects.

c. Discontinue the Tuesday afternoon sessions held normally for the part-time OTR programmers.

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It was suggested that [REDACTED] write a status report to DTR summarizing this information and include any comments from the part-time OTR programmers.

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3. [REDACTED] presented the situation of "student notes" covered by OTR Regulation 25-6 dated 6 December 1954, which is still in effect. The main problem appeared to be one of secure storage space to retain all the student notes and disposition forms not distributed to the student himself. [REDACTED] and SO/TR will consider this problem and make a recommendation to DTR regarding possible revision of this regulation related to the student notes and the disposition forms completed by the students.

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4. [REDACTED] gave a briefing on the status of Automatic Data Processing (ADP). He summarized three areas of OTR activity:

a. The A&E material with the RCA 501. He indicated this situation was well in hand.

b. Agency training records and the individual training records for employees and how they may be adapted to ADP.

c. An investigation of other areas using ADP, as in management simulated exercises, other gaming exercises (Contingency Task Force) and the like.

This document part of [REDACTED] integrated [REDACTED] required [REDACTED] refer to individual classification [REDACTED]

JOB NO. [REDACTED] BOX NO. [REDACTED] FILE NO. [REDACTED] DOC. NO. 4/ NO. [REDACTED]
IN CLASS [REDACTED] CLASS CHANGED TO [REDACTED] RET. JUST 22
NEXT REV DATE 07/19/78 [REDACTED] [REDACTED] 08/95 TYPE DOC. 02
NO. [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
REV CLASS [REDACTED] REV COORD. [REDACTED] AUTH: HR 70-3

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He requested that the committee members explore all possible uses of ADP in their schools and keep PPS informed. He also indicated that there would be a briefing session in the near future on ADP for committee members.

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5. [REDACTED] summarized a number of minor points related to written materials, documents, etc., such as:

a. The use of the Weekly Activity Reports and the type of items for inclusion.

b. The need to schedule courses so as not to cause conflicts and overlaps.

c. The drafts of new regulations received in OTR and their routing to certain school chiefs in order that they may indicate their needs for them, as in training kits, etc.

d. PPS desires to see incoming publications so that he can route them to the schools where the most interest would lie. ✓

6. The general subject of improvement in the conduct of seminars was briefly considered. Several ideas were presented:

a. Need for the preparation of advance reading materials so that students might have a common knowledge level when entering seminars.

b. The awareness that an instructor must have to involve the students rather than simulating a lecture.

c. The responsibility the instructor must have in bringing all students into the discussion rather than letting a few dominate.

d. Suggestion that some sort of student evaluation might be appropriate in some cases.

e. Possible use of programmed learning in preparing students for seminars.

f. Suggestion that committee members informally discuss with their school colleagues this problem and use this means to make an attempt to improve seminar procedures.

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[REDACTED]

Educational Specialist

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